PERIODICAL

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JOB CLASSIFICATION
What It Is and How It Works

By Nancy L. Benco

"Why is my job a GS-6 and not a GS-7?"
"What determines the level or grade of my job?"
"How do I get a higher grade?"
"Why do some people make more money at GS-3 than I do at GS-4?"
"Who makes these decisions?"

In a series of three articles, the LC *Information Bulletin* will take a close look at job classification at the Library of Congress. It will explain what classification is and how it works.

A job classification system for the Federal Government was established only 50 years ago. Throughout the 1800's and in the early 1900's, the Government was riddled with inefficiency and waste because there was no systematic way of organizing and paying thousands of Government workers. A man's position and salary were often determined by a whim of his supervisor.

Progress finally came after World War I when Congress enacted the milestone Classification Act of 1923. This Act created a standardized job classification system, authorized the Civil Service Commission (CSC) to administer the new program, and established the important principle of "equal pay for substantially equal work."

World War II brought rapid expansion to the Federal Government and the old Classification Act was replaced by the Classification Act of 1949, based upon the same principle but more comprehensive and flexible. This Act, as amended, remains in force today.

The Library of Congress, which is specifically named in the Act, is required to follow the classification system set up by the Civil Service Commission. The Library, in other words, cannot make up its own job classification system, nor can it bypass or ignore CSC guidelines.

Management at the Library of Congress–like the management in a large corporation or a small shop–takes the leading role in job classification. Based on the mission Congress has given to the Library, management has given certain functions to the departments. On the basis of the functions given to them, department supervisors assign duties to their employees. The duties, which are reflected in job or position descriptions (p.ds.), are performed by the employees.

In a hypothetical case, the Book Shelving Department of the Library plans to set up a new program in its Small Volume Division. Department and division supervisors have decided that this new function will require one new position and that it will fit best into the Cataloging Section of the Small Volume Division. The section supervisor is given charge of describing the new position.

After carefully reviewing the jobs already under him, the supervisor decides what duties and respon-

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sibilities he should assign to the new position. He outlines these duties and responsibilities in a written statement called a position description, or p.d. The p.d. essentially describes the work which is to be done. Every job in the Library has a p.d., although several positions may have an identical one. Supervisors are expected to see that each employee receives a copy of his p.d. from the first day on the job.

If the supervisor knows enough about the occupation, he will apply the published "standards" of the Civil Service Commission. For convenience, these standards are grouped into main occupational series. Each series covers several job titles with a range of grade levels. In the hypothetical case, the supervisor may assign the new position to the Library and Information Service series, and propose a job title of Librarian at a suggested GS-9 grade.

Literally the "bible" of job classification, these standards provide the supervisor with guidelines, format, and descriptive terms which enable him to distinguish one job from another. The standards are proposed, revised, and approved by people actually working in the field.

In the Federal Service the salary is automatically determined by the grade level. Pay schedules which are set by Congress specify the annual rate for all grade levels, from 1 through 18.*

In proposing the classification of a new position or a change in classification, the supervisor keeps in mind the pertinent factors which determine accurate job classification. These include the basic nature of the actual work to be performed; the amount of authority the person in the position will exercise, if any; the degree and amount of education or experience needed (for example, training in law, accounting, or economics, or experience in operating computer equipment, elevators, or vehicles); the originality that may be required, the ability to deal with people, and accountability for results to be obtained.

The level of the job, that is, its grade, does not depend upon overtime, the volume of work, or the size of the employee's family. How well a job is performed is not a factor in setting grade levels, although it does affect rating performances, the granting of within-grade step increases, awarding quality increases, cash awards, and other forms of recognition.

Once the supervisor completes the classification request, he forwards the p.d. and any comments he wishes to make about the grade and title to the Classification Office.

This Office, which is part of the Personnel Office, is located in Room G116 in the Main Building. John T. Jessee, Position Classification Officer, heads a staff of seven people.

The Classification Office, using the CSC standards, analyzes and approves or disapproves the supervisor's request. Requests for GS-15 positions must be approved by the Director of Personnel. Requests for supergrades, GS-16, 17, and 18, must be forwarded by the Librarian of Congress to the Civil Service Commission for approval.

Once the request is approved, the supervisor can ask that the job be posted for recruiting action.

Next week, the *Information Bulletin* will discuss the three ways the Library reviews job classifications—the periodic maintenance review, the special survey, and individual classification requests. Don't miss "Job Classification—Keeping It Current and Correct."

*There are 10 steps within each grade level. Based upon length of satisfactory service, the beginning rate or first step for each level can be increased at one, two, and three-year periods up to 10 steps. Steps 2, 3, and 4 are one year apart, steps 5, 6, and 7 are two years apart, and steps 8, 9, and 10 are three years apart. The only exceptions are Grade 16 which has only 9 steps, Grade 17 which has only 5 steps, and Grade 18 which has only one step.

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QUALITY CONTROL MARK

Ruth Gordon, who is ill, will not appear at the Library of Congress as scheduled on January 3 and 4 (see the LC *Information Bulletin* of December 16). The program will be held on January 17 and 18. For ticket information call 393-4463.

NOTEWORTHY ACQUISITIONS

The Library has acquired an unpublished letter written by George Washington during the American Revolution and a manuscript map of the Battle of Cerro Gordo during the United States-Mexican War of 1846-48.

In 1777, General Washington wrote to the one man in his army he addressed as "My Lord," William Alexander, who styled himself "Lord Stirling" throughout the American Revolution despite a resolution of the House of Lords' Committee on Privileges on March 10, 1762, that Alexander had not established his claim as the sixth Earl of Stirling. The title had originally been bestowed on Sir William Alexander, court poet and favorite of James I, and had become extinct upon the death of the fifth Earl in 1739.

On March 1, 1776, Stirling was appointed Brigadier General by the Continental Congress, and assumed the chief command in New York City to prepare for the imminent British invasion. His role in the battle of Long Island on August 27, 1776 and in the battle of Trenton earned him an appointment as Major General on February 19, 1777. During the summer of 1777, he served in the Jersey Highlands.

It was during this latter period, on July 2, 1777, that General Washington dispatched from his headquarters at Middlebrook an urgent request to Stirling for intelligence; this correspondence is the new addition to the Washington papers:

My Lord,

We have received intelligence from the Northward that the Enemy are operating against Ticonderoga and it's Dependencies —I have therefore to request of you that you will keep your Division together as much as possible, except those two Regiments detached as parties of Observation—and that you will endeavour to obtain every intelligence of the motions of the enemy on Staten Island and if practicable on Bergen—to watch the Ships, observe their course, and whether they are aiming at the *North River* or elsewhere . . . .

The present letter assumes retrospective importance because at the time Washington was not fully aware of General John Burgoyne's master plan, first to seize Lake Champlain and the upper Hudson, second, to send an auxiliary force from Oswego through the Mohawk Valley, and third, to have a strong force under Howe move up the Hudson from the New York city area. In fact, on the same day that Washington wrote to Stirling, Burgoyne's forces had arrived at Fort Ticonderoga, and had seized Mount Defiance, which commanded the fort from the southwest and which the Americans had carelessly left unfortified. by July 5, the British had hauled cannon to the top and rendered the American position untenable.

Washington's July 2, 1777, request for intelligence vividly depicts the anxious state of mind in which the Commander in Chief found himself in the summer of that year. In addition, it demonstrates the utmost reliance which Washington placed in Alexander's abilities. The letter has been added to the Washington Papers in the Manuscript Division, where it is available to qualified scholars for research purposes.

[*Paul G. Sifton*]

Mrs. Floyd Wynn has given the Library a manuscript map which portrays the Battle of Cerro Gordo in the United States-Mexican War, 1846-1848. It is titled "Croquis del terreno, camino, bosques, barrancas, cerro y beredas de Cerro-gordo con las tropas Mejicanas y Americanas con sus respectivos Generales Cuerpos y Baterias el dis 18 de Abril de 1847. Delineado por Rafael Zamora y ejecutado por Vicente Quiroga." The scale is not given; the demensions are 51 by 66 centimeters. A legend describes the highlights of the Battle of Cerro Gordo and locates positions of some of the American troops.

Cerro Gordo was one of the battles fought during the invasion of Mexico by American forces under the command of General Winfield Scott. After capturing Vera Cruz, the American forces moved toward Mexico City by way of the National Highway. About 6,000 Mexican troops under the command of General Santa Anna had fortified the high ground above the pass at Cerro Gordo which controlled the route of the National Highway to Mexico City. The American forces advanced to Cerro Gordo, but decided to make a reconnaissance of the Mexican positions before attacking the strongly held fortifications. Captain Robert E. Lee discovered a path to outflank the Mexican lines and to enable the Americans to win the battle with only light losses while capturing about half the Mexican Army.

The manuscript map of Cerro Gordo is the only one in the division's U.S.-Mexican War collections which was prepared by a Mexican national. It may be

examined in the Geography and Map Division Reading Room. [*Donald A. Wise*]

MANN AND MASSELOS IN CONCERT

On Friday evening, January 14, the McKim Fund in the Library of Congress will sponsor a concert of instrumental chamber music for violin and piano. Robert Mann, violin, and William Masselos, piano, will give the premiere performance of Fantasy Sonata by Meyer Kupferman, commissioned by the McKim Fund. Other works to be heard on this program are Sonata in G major, Op. 96 by Ludwig van Beethoven, and Sonata No. 1 by Béla Bartók.

The McKim Fund was established through a bequest of Mrs. W. Duncan McKim to support the composition and performance of chamber music for violin and piano as well as other related activities. Fanasy Sonata by Meyer Kupferman is the third such commission to be performed.

The concert will begin promptly at 8:30 p.m. in the Coolidge Auditorium of the Library. It will be broadcast in its entirety by Station WGMS of Washington, D.C., and tape recordings for delayed broadcasts will be made available to stations in other cities by the Katie and Walter Louchheim Fund in the Library of Congress.

Tickets for this concert will be distributed by Patrick Hayes, 1300 G St., N.W., beginning at 8:30 a.m., Monday, January 10. A service charge of 25 cents is placed on each ticket, and only two tickets are distributed to an individual. Telephone reservations may be made on Monday morning by calling 393-4463. Mail orders are not accepted.

THE NORTH AMERICAN INDIAN

"Curtis' Indians" is the title of a new exhibition which opened at the Library on January 3. The exhibit consists of 24 photographs, the majority of which appeared in *The North American Indian,* a series of volumes published over a period of 23 years, from 1907 to 1930. This project resulted in a collection of compelling portraits of Indians and a number of landscape photographs.

E. S. Curtis was born in Wisconsin in 1868. Interested in photography from an early age, he bought into a commercial studio in Seattle in 1892. His photography of Indians began with pictures of members of local tribes, some of which were entered in contests and won prizes. In time he developed his plan for recording as much of Indian life as would still be possible, and looked for support for his project. Eventually it was arranged for him to have an exhibition in Washington, D.C., and through this he attracted a great deal of attention, including that of President Theodore Roosevelt. The President suggested Curtis approach J. P. Morgan for support. Morgan agreed and work began which was to take over 30 years, most of which Curtis spent in the field, going from one tribe to another gaining their confidence, and photographing them in greater depth than had ever been done before, and at the same time with great artistry. The work was often done under extreme physical hardship and required exhausting effort, and yet during these same years Curtis supplemented his income by lecturing and writing about the Indians and, with the help of his family, ran a studio.

The North American Indian was planned as a luxury book: 20 volumes with gravure illustrations, limited to 500 sets, originally priced at $3,000 a set. The first volumes were published in 1907, the last in 1930. In 1970, a facsimile edition of the original work was published. The book was Curtis' life work, and after finishing it he led a comparatively routine life, running his studio, which he had moved to Los Angeles, and occasionally doing photographic work for the motion picture industry.

The exhibit was compiled by Jerald Maddox of the Prints and Photographs Division. It may be seen in the south and southeast corridors on the Ground Floor of the Main Building through April 2.

INDONESIA UNDER THE NEW ORDER

The Orientalia Division is exhibiting monographs, periodical articles, and photographs depicting progress made by the Indonesian government under the New Order of President Suharto, with particular reference to the fields of politics and government, education, economics, and general social conditions. The exhibit includes *The Indonesian GESTAPU* [September 30th Movement] *Affair: Preliminary Analysis of October 1, 1965* and depicts prominent figures from the time of the movement such as President Sukarno, D. N. Aidit, and Lieutenant Colonel Untung. Attention is also given to the inauguration of General Suharto as the second President of the Republic of Indonesia.

New Order accomplishments are represented in the exhibit by several publications, "General Elections,

1971," *The Economy of Indonesia,* "New Trends in Agricultural Development Programs in Indonesia," and *Foreign Investments in Indonesia,* and by a photograph of President Suharto's opening of the Foreign Ministers Conference in 1970. Also on display is the *Address of State by the President of the Republic of Indonesia before the House of Representatives on the Eve of the 25th Independence Day.*

The exhibit will be on view on the fifth floor of the Annex Building through April 30.

LIBRARY OF CONGRESS PUBLICATIONS

Accessions List: Israel. Vol. 8, no. 11, November 1971. (pp. 380-399). Continuing subscriptions free to libraries upon request to the Field Director, Library of Congress Office, American Embassy, Tel-Aviv, Israel.

Botswana, Lesotho, and Swaziland; A Guide to Official Publications, 1868-1968. 1971. (xvi, 84 p.) For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington D.C. 20402, at $1 a copy.

The guide, compiled by Mildred Grimes Balima of the African Section, is divided into nine parts, which include separate sections for Botswana and Lesotho under their earlier names, Bechuanaland and Basutoland, and a brief section of works by or about the High Commission Territories collectively. Entries are arranged alphabetically by author and title within each part except that publications concerning censuses, constitutions, development plans and planning, estimates, laws, and legislatures have been grouped together under these headings. The subdivision "Other Publications" at the end of some parts includes official and quasi-official documents cataloged by American libraries or found in bibliographies entered under personal or corporate authors. There is also an index, mainly to subjects and personal authors.

Monthly Checklist of State Publications. Vol. 62, no. 12, December 1971, with periodicals. (pp. 923-1103.) For sale by the Superintendent of Documents at $1 this issue or $8 a year, domestic, and $10 a year, foreign.

PERSONNEL CHANGES

Appointments: James N. Ballard, janitor, WG-1, Bldg Mgmt, OP100; Mrs. Carol C. Buck, analyst in American National Government, GS-11, CRS–GGR, P2279; Rowan J. Coyle, senior systems analyst, GS-14, MARC Dev, PA2361; Robin L. Holibaugh, reference files assistant, GS-3, CRS-L, OP400; Stuart Johnson, Jr., deck attendant, GS-3, S&R, PA2443; Maureen J. Malone, reference librarian, GS-9, CRS-C, PA2256; Mrs. Ina L. B. Nenninger, economic analyst, GS-7, CRS-E, PA2222; Jack C. Peters, deck attendant, GS-3, S&R, PA2443.

Temporary Appointment: Rudolph J. Buchel, laboratory photographer, GS-11, P&P.

Reappointments: James M. Hanavan, technical information specialist, GS-7, LL AB, PA2393; Deloris A. Singletary, clerical assistant, GS-4, DBPH, PA2184.

Promotions: Jacqueline Johnson, to filer, GS-5, Cat Publ, PB2345; Mrs. Jewel A. Pettiford, to senior descriptive cataloger, GS-12, Desc Cat.

Temporary Promotion: William B. Edwards, Jr., to deck attendant, GS-3, S&R.

Resignations: David L. Attaway, Card; Mrs. Elizabeth M. Boswell, CRS EP; Emily Kelly, CRS Ed; Gary H. Lipsic, Bldg Mgmt; Martin B. Raymon, Bldg Mgmt; Mrs. Margaret W. Smith, CRS C; George W. Winchell, Share Cat.

Mr. and Mrs. Sylvester Gibson are the parents of a son, Gregory, born on December 19 at Columbia Hospital. Mrs. Gibson is a supervisor in the Composing Unit of the Catalog Publication Division and Mr. Gibson is a Library Technician with the Science and Technology Division.

Mr. and Mrs. LaReintz A. Johnson, II, are the parents of a son, LaReintz A. Johnson III, born on Monday, December 20, at the Washington Hospital Center.

Mr. Johnson is a staff member of the Central Services Division.

STAFF ACTIVITIES

Mrs. Margaret Brown of the Restoration Office was the subject of a feature article in the Washington *Evening Star* of Monday, December 27. Mrs. Brown, whose work at the Library involves conservation of works of art on paper, has spent the last several years doing pen-and-ink drawings of some of the favorite animals at the National Zoo. Several of her drawings have been reproduced and are now being sold nationwide. The drawings include Mohini, the white tiger, Arusha, the hippopotamus, and Caesar, the lion.

Sung Yoon Cho, Senior Legal Specialist of the Far Eastern Law Division, is the author of an article, "The Judicial System of North Korea," which appeared in the December 1971 issue of *Asian*

Survey, a monthly journal published by the University of California Press. Based upon materials available in the Library of Congress, the article covers the North Korean court system, the people's procuracy, and the people's lawyers.

Helen-Anne Hilker, Interpretive Projects Officer, is the author of "World Center of Chamber Music: Backstage at Library of Congress Concerts," an article in the January issue of the *WFLN Philadelphia Guide to Events and Places*, published by the Franklin Broadcasting Co. in Philadelphia, Pa.

NEW REFERENCE BOOKS

The titles described in the following paragraphs have been added to the Library's reference collections for the use of its readers and are noted here to call them to the attention of the staff. The Library of Congress does not distribute these publications—Editor.

Volume 23 of the Management Information Guide series is Robert W. Lovett's *American Economic and Business History Information Sources* (Detroit, Gale Research Company, 1971. 323 p. Z7165.U5L66). The author is Curator of Manuscripts and Archives at the Baker Library, Graduate School of Business Administration, Harvard University. Mr. Lovett's work supplements in part Henrietta M. Larson's *Guide to Business History* which was published in 1948 by the Harvard University Press and is still a highly useful guide to older sources. The 1971 publication provides references to selected books and journal articles from 1948 to 1970 on economic, business, agricultural, and labor history and the history of science and technology in the United States and Canada. A few works published before 1948 are included, especially reprints and classics. In addition to published items, other sources of information such as the programs and services of organizations and government agencies are noted. In contrast to Larson's more comprehensive compilation, this new title covers only the United States and Canada with a few entries for general reference works on Latin America. Authors, title main entries and subjects (proper names and topics) appear in the index. The index entries under company names and personal names supplement similar items not only in Larson's *Guide to Business History* but also in Lorna M. Daniells' *Studies in Enterprise* (Boston, Baker Library, Harvard University, 1957). *American Economic and Business History Information Sources* is now available in the Main Reading Room reference collection. [*Allen Mueller*]

Recently added to the collections of the Main Reading Room, Norma Olin Ireland's *Index to Women of the World from Ancient to Modern Times: Biographies and Portraits* (Westwood, Mass., Faxon, 1970. 573 p. Z7963.B6I73) analyzes 945 collective biographies. Older works not covered in *Biography Index* are included and the closing date for material indexed is 1968. The author is primarily concerned with women as pioneers and uses the word "pioneer" in two ways; "in a general sense, as first or early workers in all fields of knowledge," and also "as early settlers of America." Approximately 13,000 names are listed alphabetically. Dates, nationality, and occupation are given for each woman, followed by symbols for analyzed references. [*Betty Jenkins*]

The International African Institute, Research Information Liaison Unit, has issued an *International Register of Organisations Undertaking Africanist Research in the Social Sciences and Humanities, 1970* (London, 1971. 65 l. DT19.8.I58). It lists the major universities, libraries, and research institutes of 43 African nations and territories and of 28 countries in Europe, Asia, and the Americas. As the guide is based on responses to a questionnaire, there is considerable variation in the amount of information given for each institution. For most organizations, it gives the address, date of establishment, name of director, titles of subordinate research units, regional focus within Africa, and titles of publications. In the preface, the compilers announce that this information will be supplemented periodically in a new serial, *International Bulletin of Current Africanist Research.* The *International Register* is available from the general collections or may be consulted in the African Section. [*Julian W. Witherell*]

NEWS IN THE LIBRARY WORLD

GRANTS AND AWARDS

The **Council on Library Resources** has made a $400,000 grant to the Massachusetts Institute of Technology to support for one year an experimental, computer-operated technical library that could be a prototype for information retrieval systems in Libraries of the future. The grant is the sixth of a series made by the Council to Project Intrex since its inception in 1967. Other support has come from the National Science Foundation, the Carnegie Corporation, and the Independence Foundation.

Project Intrex (for *in*formation *tr*ansfer *ex*periments) arose out of a study at Woods Hole, Mass., in the summer of 1965 when a group of computer scientists, physicists, engineers, and librarians met to consider possible applications of computer technology to library bibliographical systems and to outline the directions of a research program. What has been called the "information explosion" has presented libraries and scholars with severe information retrieval problems; at present, some 36,000 books are published annually in the United States, and an estimated 35,000 specialized journals print nearly a million and a half articles each year.

The heart of Project Intrex is an IBM 7094 computer programmed in accordance with M.I.T.'s time-sharing system that allows it to be used simultaneously by many persons from remote access terminals. The computer itself is housed in the M.I.T. computer center, while 12 user terminals are placed in four locations on two campuses—in the Electronic Systems Laboratory, where a user-reaction study is now being conducted, the Barker Engineering Library and the Center for Materials Science and Engineering at M.I.T., and in the Division of Engineering and Applied Physics at Harvard.

The Intrex data base, stored in the computer on magnetic disc, contains a growing technical library consisting of detailed catalog information and microfilm texts of more than 15,000 recent articles in the field of materials science and engineering. This literature base is being added to at the rate of 400 new articles a month. The Intrex catalog is augmented beyond regular catalog information as to author, title, and subject to include indexing in depth, article extracts, bibliographical descriptions, tables of contents, abstracts, and the like. In all, the augmented catalog contains information about each article under some 50 different field codes, and the system as a whole has now reached the stage where further development needs on-line experiments to permit students and faculty to use the service in the course of their regular library work.

The new grant from the Council on Library Resources will be used for these experimental operations during the current 1971-72 year.

The **Medical Library Association** has announced three awards and two scholarships to be given in 1972. The $100 Rittenhouse Award will be presented for a manuscript paper by any student in the MLA-approved medical library course, or a trainee in a MLA-approved internship program. The work should be applicable to medical librarianship and must be submitted to the Editor of the *Bulletin* of MLA, Alice Joyce, Washington University School of Medicine Library, 4580 Scott Ave., St. Louis, Mo. 63110, by April 15.

The Murray Gottlieb Prize of $100 will be awarded to the best article by a medical librarian on the history of American medicine. Since the article is considered for publication in the *Bulletin*, it must not have appeared elsewhere and simultaneous publication in another journal will not be considered. Entries should be addressed to Peter Olch, History of Medicine Division, National Library of Medicine, Bethesda, Md. 20014, before April 15.

The Ida and George Eliot Prize Essay Award goes to a librarian contributing a significant piece of work which will further medical librarianship. It should have been either published or created in the preceding calendar year. Suggestions and recommendations should be directed to the attention of Nancy Lorenzi, University of Cincinnati College of Medicine Library, Eden and Bethesda Ave., Cincinnati, Ohio 45219.

The Association is also offering two $1,500 scholarships for the 1972-73 academic year, one of which recognizes the $1,000 contribution of the New York Regional Group to this fund in 1971. Applicants must have been accepted by an ALA-accredited library school, and plan on entering school in the summer or fall of 1972. Applications are available from library schools and from the central office at 919 N. Michigan Ave., Chicago, Ill. 60611, and must be returned by March 1. Recipients are notified before the beginning of the summer session.

The U.S. Office of Education Fellows Program is being offered again in 1972. The program brings together promising educators from every section of the country to spend 10 months at the Office of Education in Washington, D.C., and is designed primarily for educators between 25 and 35 years of age. The 10-month appointments run from September 1 to June 30, at a stipend ranging from $10,500 to $13,700.

The fellows, who are assigned to the immediate staffs of the Assistant and Associate Commissioners of Education, have the opportunity for direct participation in the work of OE. They become involved in formulating policy and drafting legislation. They study, evaluate, and help to coordinate Federal programs, assist in the development of new programs, and conduct research.

Application forms may be obtained from the appropriate DHEW/OE Regional Commissioner of Education and must be submitted to him before

January 31. The names of finalists are sent to the OE Fellows Program Office in Washington, D.C., where the fellows are chosen by the Program Director and a panel of educators.

MEETINGS PAST AND FUTURE

The National Historical Publications Commission met in Washington, D.C., on November 29. Mrs. Elizabeth E. Hamer, Assistant Librarian of Congress, represented the Library at the meeting. The Commission's present Executive Director, Oliver W. Holmes, will retire in 1972.

It was also announced that Herbert Angel, Deputy Archivist of the United States, who often presided at Commission meetings, will retire on January 8. Grants were approved for a number of letterpress and microfilm publication projects.

The American Association of School Librarians, a division of the American Library Association, launched its National Right to Read Program at a press conference in Washington, D.C., on December 17; the objective of the program is a totally literate population by 1980. Leaders in Government, education, and librarianship participated in the kick-off program of the campaign to help all children learn to read with enjoyment and with maximum self-fulfillment.

The keynote speaker was Mrs. Elliot Richardson, wife of the Secretary of Health, Education and Welfare. She noted that AASL "plans positive action, not to burden children with corrective programs, but to make sure that the first time around reading becomes part of their life style and a source of power in their daily lives."

Frances Hatfield, President of AASL, described her organization's work in the campaign and announced that a special Right to Read Task Force, chaired by Mrs. Elnora Portteus, will be offering suggestions, aids, and devices for the elementary, junior high, and senior high school levels.

Statements were also read from Mrs. Richard M. Nixon and from Sidney P. Marland, Jr., U.S. Commissioner of Education. Ruth Love Holloway, Director of the Right to Read Office of the U.S. Office of Education, described programs launched by HEW in schools throughout the country and accepted the AASL Right to Read Program of Action on behalf of her organization. The Volunteer Reading Tutor Training Program was described by Nathaniel Dixon, Associate Director of the National Reading Center.

Various local school administrators, teachers, and librarians attended the press conference. The Library of Congress was represented by Margaret N. Coughlan of the Children's Book Section.

Dataflow Systems Inc. of Bethesda, Md., will conduct two seminars on Indexing and Abstracting for ADP systems in January and April. The workshop-oriented sessions are part of an educational program on information retrieval for the ADP Management Training Center of the U.S. Civil Service Commission, and will be held at 1900 E St., N.W., Washington, D.C.

The three-day skill learning sessions will concentrate on communicating concepts of proper indexing and abstracting as keys to managing information effectively. The specific dates of the sessions are January 25-27 and April 12-14.

Some of the subjects to be covered beside indexing and abstracting include an introduction to information-handling systems, new information systems concepts as they relate to indexing and abstracting, state-of-the-art in automatic indexing, and thesaurus building. Bill Doudnikoff and Ben Malcom, both of Dataflow, will be the principal instructors at the workshops.

Persons nominated to attend should be Government employees at grades GS-7 or above, or the equivalent; the cost of the seminar is $150 per person. Librarians, information specialists, research analysts, archivists, systems analysts, and others interested in rapid retrieval of information are invited to attend. For further information, interested persons should call (202) 643-5650.

"Management, Instruction and Technology in the Academic Library" is the subject of the 1972 institute of the Library Association of the City University of New York to be held in New York City on April 4. The Institute is open to librarians, interested students, faculty, and administrators. It will include presentations by Melvin S. Day, Head of the Office of Science Information Service, National Science Foundation, who will discuss management in academic libraries; David Roy Watkins, Director of Libraries at Brandeis University, who will consider the subject of instruction in the use of college and university libraries; and Susan A. Artandi, Professor of Library Science at Rutgers University, who will speak on the role of technology in the academic library.

Welcoming remarks at the luncheon will be made by Timothy S. Healy, Vice Chancellor for Academic Affairs at the City University of New York.

Afternoon discussants will be Myer M. Kessler, Associate Director of Libraries at the Massachusetts Institute of Technology; Pauline Atherton, Associate Professor of Library Science at Syracuse University; and J. I. Smith, Associate Director of the ERIC Clearinghouse on Library and Information Science (American Society for Information Science).

Moderator for the afternoon discussion will be Vivian S. Sessions, Director of the Center for Advancement of Library-Information Science, Graduate Division of the City University of New York.

For further information, interested persons should contact Betty Seifert, City College Library, 135th St. and Convent Ave., New York, N.Y. 10031.

"Access to Knowledge and Information in the Social Sciences and Humanities: Problems and Implications" will be the theme of a two-day conference sponsored by the Library Science Department of Queens College on April 5-6 in the auditorium of the Ford Foundation in New York City. The conference will bring together scholars in the humanities and social sciences, as well as professionals in library and information science. Within the broad context of the social sciences and humanities, the objectives of the conference are (1) to explore theoretical considerations, (2) to review the present state of indexing and bibliographic control in representative areas, (3) to identify major theoretical and practical problems in respect to the identification, organization, and utilization of information and knowledge in the light of user needs, and (4) to draw attention to the implications for schools of library and information science. Invited papers will be presented for discussion at each of four sessions.

Among those who have accepted invitations to present papers are Maurice B. Line, Director of the National Central Library, England; Ilse Bry, Adjunct Professor of Library Science at Queens College; Laurence B. Heilprin, School of Library and Information Services, University of Maryland; Theodore C. Hines, School of Library Service, Columbia University; Joseph Raben, Editor of *Computers and the Humanities*, Queens College; and Jesse H. Shera, former Dean of the School of Library Science, Case Western Reserve University.

The registration fee for the conference, including the cost of two receptions and refreshment service during the conference sessions, will be $35. Participation will be limited to 175 persons, the capacity of the Foundation's auditorium. For further information, interested persons should write to Morris A. Gelfand, Chairman, Library Science Department, Queens College, City University of New York, Flushing, N.Y. 11367.

APPOINTMENTS

Ilse Bry, Director of Research of the Council on Research in Bibliography, research scientist in the Research Center for Mental Health of New York University and Editor of the *Mental Health Book Review Index*, has been appointed Adjunct Professor of Library Science in the Library Science Department of Queens College of the City University of New York. Dr. Bry, who is an authority on the literature of behavorial sciences and a contributor to the *International Encyclopedia of the Social Sciences*, will continue her work in other activities after assuming her new post.

Catherine D. Scott of Washington, D.C. has been named Vice Chairman of the National Commission on Libraries and Information Science. The announcement was made by Commission Chairman Frederick Burkhardt, President of the American Council of Learned Societies. Miss Scott's appointment, which runs until mid-1972, was by unanimous vote of the 15-member commission which is charged with the responsibility of developing national programs for libraries and the public's right to information.

Miss Scott, who is head librarian of Bellcom, the systems engineering support for the NASA Office of Manned Space Flight, is President of the Washington, D.C., chapter of the Special Libraries Association and former chairman of the Science Technology librarian group in Washington. She is also a member of the Board of Directors of the Everett McKinley Dirksen Forum and the League of Republican Women of D.C. She has been a delegate to the Republican National Convention in 1964 and 1968.

Miss Scott's term on the commission runs until July of 1976.

PUBLICATIONS

The School of Library Science of the George Peabody College for Teachers, Nashville, Tenn., has distributed *The Library Author* by Louis Shores, the Sixth Annual C. C. Williamson Memorial Lecture presented by the school. Mr. Shores, who received his doctorate from Peabody and served as Librarian from 1933 to 1936 and as Director of the Library School from 1933 to 1946, gave in this lecture a personal view of a lifetime of reading and recalled the causes which prompted his own impressive volume of published writings.

The Woodrow Wilson International Center for Scholars has published *Ocean Affairs Bibliography 1971*, a selected list emphasizing international law, politics, and economics of ocean uses. The publication is available from the Center, Smithsonian Institution Building, 1000 Jefferson Dr., S.W., Washington, D.C. 20560, for $1.25.

Before the Center opened in 1970, its Board of Trustees had determined to sponsor studies designed to extend international understanding, law, and cooperation in the uses of the oceans as one of the areas of primary emphasis in the fellowship program of the Center in its opening years. There has been at the Center, therefore, an ocean studies program since 1970, and the initiative for this bibliography came from Edward D. Brown, Senior Lecturer in International Law, University College, London, one of the Center's original Fellows. The list consists of references, mainly of recent origin and principally in the English language, plus a complete list of United Nations Documents dealing with ocean affairs, including the documents of the U.N. specialized agencies and U.N. committees.

The Woodrow Wilson Center has also issued its first annual report, a 32-page illustrated account of the first year of operations. It is available from the Center in Washington.

ANNOUNCEMENTS

The New York Public Library has announced that with the October issue, the end of its 75th volume, it is discontinuing publication of the *Bulletin of The New York Public Library*. This curtailment, the announcement stated, is "necessitated by the dire and continuing economic plight of the Library" and is in addition to the scheduled suspension of public service in the Science and Technology Division and in the performing arts divisions of Dance, Music, and Theatre, previously announced.

The October issue of the *Bulletin* contains an interesting communication "In Defense of 'Copy-Text' Editing" by Hershel Parker, an answer to recent strictures against the Center for Editions of American Authors.

The National Agricultural Library (NAL) has received the first batch of tapes converting its serial records to machine-readable form, as required by a contract awarded to John I. Thompson & Co. last June. NAL, one of the principal agencies in the U.S. Department of Agriculture dealing with scientific and technical information, provides information services to all Department agencies and specialized information to researchers, other libraries, and the general public. To carry out its responsibilities, NAL collects approximately 23,000 active serials, of which an estimated 50 percent are in foreign languages. Data in these serial files are being converted to machine-readable form in order to obtain computer control of the collections, and it is estimated that approximately 14,000 serial title entries will be covered by this contract.

Another contract awarded last June, to Tel Sec Temporary Personnel, Inc., has been completed, providing the National Agricultural Library with an inventory by call number and title of its newspaper collections.

While agricultural newspapers and journals of all types—popular, trade, and scholarly—published officially or privately in all countries can be regarded as a part of NAL's total collection, its national responsibility lies in the area of farm newspapers and journals published in the United States. Because of their popular approach, their newspaper-type size, and the preservation problem presented by the quality of the paper on which many of them are printed, few libraries attempt to retain on a permanent basis any sizeable retrospective groups of these papers. For this reason, as well as because of their definite place in the American heritage, NAL has traditionally made every effort to acquire them exhaustively and to preserve them by every means possible. The collections of unbound newspapers and newspaper-type publications occupied approximately 5,550 linear feet of shelving.

As part of the inventory prepared by Tel Sec, the firm determined the availability of microfilm or hard copy from some other library or commerical source and prepared a detailed report of this information for each title. The newspapers were sorted into four major categories: those titles to be discarded because of deterioration or not retained by NAL more than six months since they are widely available; those to be surplused by NAL for gift and exchange operations with other institutions; those titles to be discarded after the purchase of commercial microfilm; and those to be microfilmed by NAL.

Further details are available from the Office of the Deputy Director, Library Services, NAL, Beltsville, Md. 20705.